

**Registration of Kansas Department of  
Health and Environment HIV Prevention  
Training is now facilitated through**



Prepared. On track. Online.

**Please use the following pages as a  
guide to first register onto KS TRAIN,  
then search and register for KDHE  
courses.**



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### Step 1: How to Create Your Own Learner Account on KS-TRAIN:

- Log onto <http://ks.train.org>
- Click “create account” on the left hand side of the screen beneath the “login” button.
- Complete the learner account by filling out all the necessary profile information on the subsequent pages. Required fields are indicated with a red asterisk (\*).
- Do not hit your browser’s “Back” button at any time during the “create account” process. Instead, use the “Back” and “Next” buttons, at the bottom of the pages.
- Write down your Login Name and Password in a secure place.

### Step 2: How to Search for Kansas Courses (**On-Line/Web-based** See the **next page** for Live courses):

- Log onto <http://ks.train.org>
- Click on the “Course Search” tab bar.
- Click “Browse My State Only” from the menu on the left hand side of the screen.
- Courses with reviews will be at the beginning of the course list. To re-sort click the word “Title” and then search for your course by alpha order.
- Click the course title.
- To register/enroll for an online course, click on the “Registration” tab.
- Click the “Launch” button to start the course or “Go to Part 2 of Registration” to be taken to the course.
- **KS-TRAIN** will electronically verify Kansas’ courses in your “Transcript” which is located in the “My Learning Record” blue file folder on the right hand side of the home page.

### Step 3: How to Search for National Courses (**On-Line/Web-based**):

- Click on the “Course Search” tab, located in the KS-TRAIN taskbar.
- From the “Search Options” menu that appears on the left hand side of the page select the appropriate criteria such as “By Subject”, By “Course Provider”, etc.
- Follow the “Tips” under Course Search in the center of the page. You may select multiple variables by holding down the control key while making your selection.
- Click “Search” to view the desired courses.
- “Advanced Search” allows you to combine several criteria in one search.

### KS-TRAIN TIPS:

- Learner profile information can be edited at any time after creating an account, by clicking on “My Account” in the blue file folder on the right hand side of the home page.
- For further instructions on navigating the **KS-TRAIN** system download the **KS-TRAIN User Guide** from the “read more” link located on the announcement section of the homepage.

Get on board the **KS-TRAIN**! For further information, contact the **KS-TRAIN** Administrator, Debbie Nickels at [dnickels@kdhe.state.ks.us](mailto:dnickels@kdhe.state.ks.us), phone: 785-291-3457 or Linda Frazier, Public Health Workforce Development Coordinator, at [lfrazier@kdhe.state.ks.us](mailto:lfrazier@kdhe.state.ks.us), phone: 785-296-3641.



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- Write down your User ID and Password in a secure place.

### Step 2: How to Search for Kansas Courses (LIVE):

- Log onto <http://ks.train.org>
- Click the “Calendar icon” in the left hand menu.
- Click the course title by date.
- To register/enroll for a live course, click on the “Registration” tab.
- Click the “Register” button to the right of the session/site you want to attend.  
(Important: There may be an additional “[Go to Step 2 of Registration](#)” button if there is a payment form to complete or an additional registration link.)

### KS-TRAIN Tips:

- Other ways to find Kansas courses include clicking the “Calendar” in the KS-TRAIN taskbar, OR
- Click the course title in the “Upcoming Events” blue file folder right hand side of the homepage, OR
- Click “Course Search” in the KS-TRAIN taskbar, then Click “Browse My State Only” from the menu on the left hand side of the screen.
- **KS-TRAIN** course providers will verify Kansas’ courses in your “Transcript” in the “My Learning Record” blue file folder on the right hand side of the home page.
- Use your KS-TRAIN User ID and Password to register for other TRAIN affiliate states LIVE courses that may be posted on KS-TRAIN.
- Learner profile information can be edited at any time after creating an account, by clicking on “My Account” in the blue file folder on the right hand side of the home page.
- The KS-TRAIN “Calendar” can be viewed from the login screen but to register/enroll for a course you must be logged into the system.

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